

31 MAY 1995

Appendix A

FORMAT FOR REQUESTING CERTIFICATION WAIVERS

From: (Management official authorized to make the request)
To: (Management official authorized to grant certification waivers. Note: authority to waive certification for levels I and II may be redelegated no lower than two tiers above the workforce member's supervisor, or at the flag, general officer, or SES level, whichever is lower. Authority to waive certification for level III may be redelegated no lower than to a flag officer, general officer, or SES in the same career field.)
Via: (As determined by command)

Subj: REQUEST FOR CERTIFICATION WAIVER

1. Please grant a certification waiver for:

Name:

Position title, civilian series or military designator, and grade:

Primary career field and level required for the position and for which certification waiver is requested:

Organization, code, and address:

Position description number (CPCN for civilians, UIC/BSC for Navy military, or UIC/MCC/TO line number for Marine Corps military):

2. Identify the specific certification standards that the person does not meet. Be specific, e.g., lacks 1 of the required 2 years of acquisition logistics experience.

3. Provide justification as to why the standards were not met, including a statement regarding the member's ability to perform successfully in the position without meeting the standards.

Signature of requesting official and title

Approved/Disapproved

Signature of approving official and date

Distribution (after approval):

Original to civilian HRO, BUPERS (PERS-447), or CMC, Code MMOA-3, as appropriate

Copy to requesting official

Appendix A to
Enclosure (1)

31 MAY 1995

General Guidance

1. A certification waiver may be made only for the individual's current position. Follow the certification waiver format as it is vital that all required information be provided. Review part 1, chapter II before applying for a certification waiver. The certification requirements for positions differ depending on the position category and level. Refer to the certification check list published annually by the DACM.
2. A person may serve in an acquisition position for up to 18 months without being certified to the level of the position. A certification waiver is required to enable the person to serve in the position beyond 18 months without being certified.
3. A certification waiver is initiated by management (at minimum, the immediate supervisor). Also, only certain management levels may approve certification waivers. Check to determine who within your organization has these authorities.
4. A certification waiver does not certify a person. It allows a person to remain in a specific position without meeting certification requirements.
5. Distribution of approved certification waivers is as follows:
 - a. For civilian certification waivers:
 - (1) The original shall be sent to the servicing HRO for retention in a permanent personnel record and
 - (2) A copy shall be forwarded to the requesting official
 - b. For Navy military certification waivers:
 - (1) The original shall be sent to BUPERS (PERS-447) for retention in a permanent personnel record and
 - (2) A copy shall be forwarded to the requesting official.
 - c. For Marine Corps military certification waivers:
 - (1) The original shall be sent to CMC, Code MMOA-3, for retention in a permanent personnel record and
 - (2) A copy shall be forwarded to the requesting official.